SC DEPARTMENT OF CORRECTIONS -JOB POSTING NOTICE (EOE)-

OPENING DATE: 10/20/15 CLOSING DATE: 10/29/15 (4:30 PM)

SCDC INTERNAL TITLE: HLTH CARE ADMSTR SCDC POSITION #: 019647

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM

LOCATION: MCCORMICK CORRECTIONAL INSTITUTION, MC CORMICK (MCCORMICK) LEVEL 3

STATE JOB TITLE: NURSE ADMINISTRATOR/MGR II STATE JOB CLASS: EA80

BAND: 08 SALARY RANGE \$ 057299 - \$ 106012 SPECIAL INCENTIVE: YES

LEVEL: D SALARY RANGE \$ 064456 - \$ 101965 SCEIS POSITION #: 61017968

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:
GRADUATION FROM AN ACCREDITED SCHOOL OF NURSING AND RELATED
NURSING EXPERIENCE.

AGENCY PREFERRED QUALIFICATIONS:

A BACHELOR'S DEGREE IN NURSING AND SIX (6) YEARS EXPERIENCE AS A REGISTERED NURSE, INCLUDING TWO (2) YEARS SUPERVISORY NURSING EXPERIENCE; OR AN ASSOCIATE DEGREE IN NURSING AND EIGHT (8) YEARS EXPERIENCE AS A REGISTERED NURSE, INCLUDING TWO (2) YEARS SUPERVISORY NURSING EXPERIENCE.

DESCRIPTION OF DUTIES:

RESPONSIBLE FOR DAILY SUPERVISION OF THE HEALTH CARE ACTIVITIES (SICK CALL, MEDICATION ADMINISTRATION, ETC.) WITHIN ASSIGNED CLINICAL AREA; MONITORS QUALITY OF DAILY PATIENT CARE ON A 24-HOUR/7-DAY WEEK CONTINUUM; PLANS AND COORDINATES WITH DIRECTOR OF NURSING (DON) THE ACTIVITIES REQUIRED TO MEET INMATE HEALTH CARE NEEDS IN A MEDICAL CLINIC/INFIRMARY INCLUDING MENTAL HEALTH, DENTAL SERVICES, EMERGENCY CARE AFTER NORMAL OPERATIONAL HOURS; ASSISTS WITH DAILY OPERATION OF THE CLINIC (I.E., SICK CALL, MEDICATION ADMINISTRATION, TREATMENTS, EMERGENCIES, ETC.); DOCUMENTS AND SUPERVISES DOCUMENTATION ON MEDICAL RECORDS, MAINTAINING CONFIDENTIALITY; COORDINATES ADMISSIONS OR APPOINTMENTS WITH APPROPRIATE FACILITY AND PROVIDES APPROPRIATE DOCUMENTATION; ASSISTS CLINIC DON WITH PROVIDING HEALTH EDUCATION FOR INMATES AND STAFF; INTERFACES WITH PHYSICIANS, SECURITY, INSTITUTIONAL ADMINISTRATIVE AND SUPPORT SERVICES, AND DIVISIONAL ADMINISTRATION, ACTING AS ROLE MODEL TO STAFF.